

HEAD CUSTODIAN

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible semiskilled work overseeing, coordinating and participating in the care and cleaning of buildings and facilities; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing and participating in the care and cleaning of buildings and facilities; overseeing and participating in general landscaping duties; requesting and distributing supplies; maintaining records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees, leads and participates in the custodial care of buildings; sweeps, mops, scrubs, strips, seals, waxes and vacuums floor surfaces; schedules floor work to ensure least possible disruption of work routines in buildings and offices; dusts and cleans desks and other furniture; cleans restroom areas and fixtures; replenishes paper supplies and soap as necessary.
- Oversees, leads and participates in the custodial care of grounds; mows grass; edges sidewalks; assists with snow removal and ice control.
- Supervises, directs, and evaluates assigned staff, trains staff; prepares work schedules.
- Maintains supply inventories; ensures inventory is adequate to perform duties of position; stores equipment and cleaning supplies.
- Prepares and completes work orders for maintenance of buildings.
- Oversees trustees assigned to custodial and landscaping duties.
- Empties trash receptacles and deposits collected refuse and recyclables in proper receptacles.
- Changes light bulbs; repairs or replaces ceiling tiles and light fixtures.
- Locks and unlocks buildings and gates; checks buildings and doors.
- Assembles equipment and furniture; assists with moving materials and furniture.
- Organizes and schedules custodial personnel for setting up special events.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of cleaning materials, supplies and equipment; general knowledge about building fixtures and equipment; ability to express ideas clearly, orally and in writing; ability to plan, train and supervise the work of subordinates in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in custodial and building maintenance work.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.